

**Tasking Memorandum No. 00-140**

**Memorandum For** Cdrs DCMDs, DCMC CAOs, SFAs

**Subject:** Alerts Phase II Training Resumes for DCMC CAOs

**Date:** February 29, 2000

**Suspense Date:** March 13, 2000

**Target Audience:** Cdrs DCMDs, DCMC CAOs, SFAs

**Requirement(s):**

**Objective:** To communicate the DCMC Alerts Phase II Training Deployment Strategy and the actions that are necessary to ensure success throughout the command.

**Status:** Deployment of the Alerts Phase II training was delayed due to redesign of the Alerts Customer Access Module to function with both Internet Explorer and Netscape web browsers, and to complete the deployment of the Shared Data Warehouse (SDW) Version 8.5. Both those actions have now been completed and have been successfully tested. Accordingly, we are ready to begin the Alerts Phase II training deployment. A complete schedule of the Alerts Phase II training and deployment is available on the Alerts Team Web Site at the following address:

<http://~.dcmc.hq.dla.mil/teaminfo/Alerts/Resource.htm>

**Training Strategy:** The Alerts Phase II training strategy uses a train-the-trainer approach. All trainers will attend the train-the-trainer class regardless of previous training. Based on feedback from previous critiques and a Training Process Action Team, a comprehensive 2 day class has been developed covering the application features and *mandatory* Schedule and Delivery Management process information. Approximately 180 DCMC personnel will be trained as Contract Administration Office (CAO) trainers during the third quarter of FY00. These trainers will then train the balance of the DCMC personnel scheduled to receive Alerts Phase II training. CAOs should plan to train the current Phase I users first, then follow-on with the new users.

We highly recommend that all current and future Alerts users receive the updated training on Phase II. All training materials have been updated from last year; last year's materials are no longer valid. The updated training materials and Terminal Area Security Officer (TASO) and System Operator (SYSOP) manuals will be shipped separately to each CAO in the near future. The training materials are also available on the Alerts Team Web Site, <http://www.dcmc.hq.dla.mil/teaminfo/Alerts/UsrManls.htm>, for the employees who require only a refresher. The web training materials are not a replacement for participation in Alerts Phase II training.

**District Responsibilities:**

- The Districts will execute the Alerts Phase II Training and Deployment plan.
- The Districts' Phase II Lead will work with the CAOs' Phase II Training Project Manager.

- The Districts' Phase II Lead will consolidate the reporting from the CAOs and report on a monthly basis, by the third work day of the month, to the HQ Alerts Project Manager.

### **CAO Responsibilities:**

- **Process the Alerts DCMC Phase II Security Form** for all Operations **team** members and Technical Support employees to ensure they are established on the Alerts Phase II user table and receive appropriate logon and password assignments. The form is available at the following web site:  
<http://www.dcmc.hq.dla.mil/teaminfo/Alerts/security.htm>

- **Selection of the Phase II trainers should consider the following criteria:**

- Experience with Alerts Phase I.
- Experience with Schedule and Delivery Management, as instruction in the Schedule and Delivery Management process is mandatory.
- Experience as a trainer.
- Availability to train full time according to the schedule requirements.

The CAO should assign an assistant to work with the trainers, since this is the educationally recommended approach when training an IT application. As the trainer presents the material and exercises, the assistant is available to walk around the training room to assist students who may be falling behind.

- **Alerts Phase II Training Project Manager: Confirm the CAO training schedule with the District Lead by the tasking memorandum suspense date,** and is responsible to execute the CAO Alerts Phase II training plan. Tasks include but are not limited to the following:
  - **Coordinate** the processing of the DCMC security forms (priority should be given to current Phase I users).
  - **Coordinate** the availability of the students, training facilities, and training deployment plan with all necessary stakeholders, such as the local Training Coordinator and District Lead.
  - **Report** training status on a monthly basis, by the first work day of the month, to the District Lead using the prescribed worksheet on page 44 of the Alerts DCMC Instructor Guide Part I, available at the following web site:  
<http://www.dcmc.hq.dla.mil/teaminfo/Alerts/UsrManls.htm>.
  - **Report** all potential schedule slippage, immediately, to the District Lead.

CAO TASOs and SYSOPs must be trained by May 15, 2000 so that they can activate users and build the required Contract Administration Teams. CAO Training for other current Phase I users must be completed by June 2, 2000, prior to full fielding of the Alerts Phase II application and Initial Operational Capability. All remaining new Phase II users not trained by June 2 must be trained between June 26 and July 28, 2000 (Full Operational Capability). Any schedule slippage by CAOs beyond these dates will impact successful deployment of the application in a timely manner. Potential schedule slippage

must be reported as soon as possible through the District Phase II Lead to the DCMC Alerts Phase II Project Manager.

**Logistics:**

- The dates, locations and CAO allocations for train-the-trainer training will be coordinated between the District POC and CAO Project Manager.
- The CAO trainers will attend a two day workshop at one of the following locations: Atlanta GA, Boston MA, Chicago IL, or Los Angeles (Carson) CA.
- Travel for Alerts training is centrally funded with District Automated Information System funding. CAOs must ensure that travel costs are funded with the appropriate fund cite, and that the actual travel costs are reported to the Districts. Please contact District representatives for specific fund cites and process information.
- The PLAS process code for this training is 217C (Attend Classroom Training) and the program code is NP054 (AIS Deployment Training).

**Points of Contact for Further Information:**

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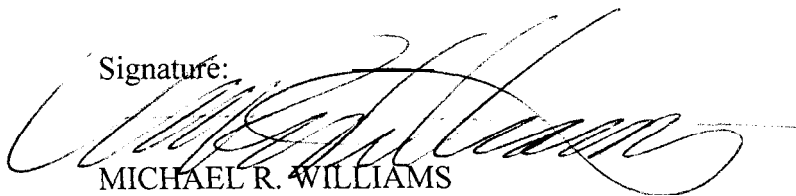
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